

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

WILDLIFE BIOLOGY SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a wildlife biology program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title – Wildlife Biology Specialist 2

Wildlife Biology Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

Position Code Title – Wildlife Biology Specialist 3

Wildlife Biology Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

First-level specialists are classified at the advanced level of the Wildlife or Research Biologist job.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope.

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Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist

Serves as a technical wildlife advisor in the area of assigned program specialization.

Recommends and formulates procedures, policies and guidelines for assigned programs.

Formulates procedures, policies and guidelines for assigned wildlife management programs.

Develops wildlife management program goals and plans for implementation.

Plans and evaluates technical wildlife studies and surveys.

Investigates and maps land areas to determine their suitability for wildlife projects; prepares descriptions of the locations, topography, percentage of cover types, lakes and streams, and the abundance of game in such areas.

Conducts wildlife population surveys and prepares reports on findings.

Analyzes and correlates local wildlife population information and makes recommendations for setting seasons and bag limits.

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Acts as a liaison with other agencies, organizations and employees to coordinate technical programs.

Makes recommendations in areas of expertise for the program.

Plans and coordinates the training of staff.

Conducts special projects.

Prepares special studies and reports.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the principles and practices of wildlife management and forestry management.

Knowledge of game biology, particularly in wildlife phases.

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Knowledge of basic subject matter in zoology, ornithology, animal ecology, silviculture, and wildlife management.

Knowledge of cover and food requirements of waterfowl, game birds and fur-bearing animals.

Knowledge of methods of producing and maintaining suitable habitat for various wildlife

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to interpret research results as a basis for developing wildlife management programs.

Working Conditions

The job may require an employee to work outdoors and be exposed to inclement weather conditions.

Physical Requirements

The job duties may require an employee to traverse rough terrain.

Education

Possession of a bachelor's degree in wildlife management, wildlife biology, or animal ecology.

Experience

Wildlife Biology Specialist 13

Four years of experience as a wildlife biologist, including two years of experience equivalent to a Wildlife Biologist P11 or Research Biologist P11 in wildlife research.

OR

One year of experience equivalent to a Wildlife Biologist 12 or Research Biologist 12 in wildlife research.

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Wildlife Biology Specialist 14

Five years of experience as a wildlife biologist, including three years of experience equivalent to a Wildlife Biologist P11 or Research Biologist P11 in wildlife research.

OR

Two years of experience equivalent to a Wildlife Biologist 12 or Research Biologist 12 in wildlife research.

OR

One year of experience equivalent to a Wildlife Biologist VIII, Wildlife Biology Specialist 13 or Research Biology Specialist 13 in wildlife research.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

WILDBISPL

Job Code Description

Wildlife Biology Specialist

Position Title

Wildlife Biology Specialist 2

Wildlife Biology Specialist 3

Position Code

WILDSPL2

WILDSPL3

Pay Schedule

H21-014

H21-017

ECP Group 2

Revised 5/22/02

SJC/VLWT/CAG/VT/Team Leaders